



**Community Preservation
Committee**

TOWN OF ACTON
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Acton, Massachusetts 01720
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May 12, 2016

Kelly Cronin, Executive Director
Acton Housing Authority
68 Windsor Avenue
Acton, MA 01720

**Re: 2016 CPA Project Funding – Acton Housing Authority
Windsor Green Window Installation – up to \$61,589**

Dear Ms. Cronin:

Congratulations to the Acton Housing Authority on being a recipient of 2016 Community Preservation funds (CPA funds) in the amount of \$61,589. The Housing Authority's effort and cooperation during this year's project selection process helped secure the necessary support at the Annual Town Meeting of the Community Preservation Committee's (CPC) spending recommendation for this project. Voters agreed that each funded project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town staff person assigned to this project is Roland Bartl, Planning Director. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funding for this project is available immediately following the release date of this letter.
- CPA funds shall be disbursed to the Acton Housing Authority (AHA) in accordance with the following rules:
 - a) No disbursement of CPA funds shall be made until after the AHA has contracted the contractor for the work to be performed under this CPA Fund award, and the Planning Director has received proper documentation of such engagement.

- b) All CPA fund disbursements shall be made as reimbursements to the AHA for expenses incurred by the AHA with this project.
 - c) CPA fund disbursements may be made after receipt by the Planning Director of AHA invoices. All invoices shall include:
 - (1) supporting contractor invoices for the complete work; and
 - (2) statements from you certifying that all work items listed in the invoice have been completed to the satisfaction of the AHA and consistent with the project scope presented in your funding application.
 - d) The number of reimbursement payments shall not exceed two (2) in total.
 - e) The final CPA Fund disbursement of not less than \$10,000 shall be made after full satisfactory project completion as certified by the AHA.
- CPA funds shall be disbursed in accordance with standard Town of Acton accounting procedures, policies, and controls, after full or partial project completion to your satisfaction consistent with and limited to the project scope as presented in your funding application
 - As a public entity the Acton Housing Authority is responsible to ensure that the procurement of goods and services for CPA funded projects, including procurements that are partially funded with monies donated by private entities towards the project, will comply with all applicable State and municipal requirements. They require certain procedures for expenses of \$5,000.00 or more, including that certain State funded projects are done with a specified minimum participation level by minority- and women-owned businesses. Before soliciting proposals or bids for the project, please work through the assigned staff person to ensure compliance with the law.
 - Any significant changes to the project from what was presented in the funding application and during the project selection process, and ultimately approved by Town Meeting, shall require CPC approval. Please contact Roland Bartl, Planning Director (978-929-6631; rbartl@acton-ma.gov) to discuss whether or not a change must be considered significant, and if necessary to schedule an appointment with the CPC.
 - Upon completion of the project and payment of all bills, you must certify completion in writing to the Planning Director. Once he receives your certification, your project account will be closed and no further funds shall be available thereafter for this project.
 - Any CPA funds awarded to this project and not used upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
 - Good publicity for your project is very important. It is important for Acton citizens to know where their CPA funds are being spent. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project. Upon completion, please submit a letter to the CPC detailing how the funds have benefited your project.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially notification upon

completion. For updates or general questions please contact the CPC via email - cpc@acton-ma.gov, or by calling the Planning Department at (978) 929-6631.

Finally, please sign and return to Roland Bartl the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

Paula Goodwin
Vice Chairman
Community Preservation Committee

P:\CPC\2016\Awards\AHA Windsor Windows.docx

cc: Board of Selectmen
Lisa Krause, Town Accountant
Roland Bartl, Planning Director

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The Acton Housing Authority accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated: _____, 2016

Kelly Cronin, Executive Director
Acton Housing Authority
68 Windsor Avenue
Acton, MA 01720